



POSITION VACANCY ANNOUNCEMENT
#NGSD-HRO- 16-ADOS-31
Opening Date: 16 June 2016
Closing Date: 5 July 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Golden Coyote Assistant Project Officer NCO

LOWEST/HIGHEST GRADE AUTHORIZED: 1LT/O-2 thru MAJ/O-4; WO1 – CW4 (Assistant Project Officer); SGT/E-5 thru SFC/E-7 (Assistant Project NCO);

DURATION OF ASSIGNMENT: 19 Jul – 30 Sep 16. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: Deputy Chief of Staff, Operations

SELECTING OFFICIAL: COL Aaron. Jordan
Deputy Chief of Staff, Operations
6720 (1-605-737-6720)
aaron.c.jordan3.mil @mail.mil

LOCATION: Rapid City, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

General

- Plan projects to assist Golden Coyote staff in closing out GC16 and start the planning for GC17.
- Establish and maintain relations with JFHQ staff sections with respect to AAR comments and best practices for future Golden Coyote.

Administrative

- Develop base order documents for GC17 OPORD.
- Incorporate best practices into OPORD and communicate with JFHQ staff sections.
- Develop and build documents for future planning conferences
- Develop Golden Coyote informational documents for distribution to future units First Army and Army Reserve.

Training

- Supports in planning and scheduling as well as participate in briefings and additional duties as directed (which include but not all inclusive: providing oversight and guidance to Engineer, Transportation, Aviation, and Medical Units when working with Civilian Agencies on any/all Community Projects).

- Build multiple capabilities into the training events - Look for more training opportunities (IE: medical, dental, communications, convoy ops, administration, field kitchens, etc...).

QUALIFICATION REQUIREMENTS:

- a. Applicants will need to provide resume and documentation that outlines their ability to meet the core functions of this position
- b. Other: Ability to work outdoors, in extreme weather conditions and irregular hours. Ability to travel extensively within the geographical area. Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend, holiday or evening hours.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501 [If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.